

## **Licensure Procedure for School Social Workers:**

### **Beginning School Social Workers:**

- Obtaining the Student Services (Teacher's) License.

When persons complete the school track of the IUPUI or USI MSW program, they will need to contact the Licensing Advisor (Dee Outlaw or Maureen Jayne in the IUPUI School of Education). The licensing advisors have the role of "recommending" to the Division of Professional Standards (DPS) persons for the 2 year Initial Practitioner license for School Social Worker.

MSW graduates assemble application materials which they will forward to the licensing advisor. These materials include the following:

- a completed application form - Form 9331
- a valid Limited Criminal History Report - Indiana State Police
- a \$35 Money Order - payable to the State of Indiana (= the fee for the license)
- official verification of completion of the school track MSW

and, **after July 1, 2007**

- verification of completed training in CPR/Heimlich maneuver - American Red Cross
- a copy of the LSW/LCSW license

The licensing advisor then sends these items to DPS along with their "recommendation" of the person for the license. When DPS receives this, they try to produce and mail the license within 2 weeks.

Contact person at DPS: **Ray Graves:**    **Main Office: 317-232-9010**  
**Toll free: 1-866-542-3672**  
**E-mail: [rgraves@doe.in.gov](mailto:rgraves@doe.in.gov)**

- To practice as a school social worker the person must hold a current **LSW or LCSW**.

**A person who is seeking a school social work position in Indiana but is coming from another state, or who has been working in a related field, must contact Ray Graves at the Division of Professional Standards. 317-274-0125**

When the candidate receives the **Initial Practitioner** Student Services License from DPS the school administrator contacts the Division of Professional Standards to **enroll** the beginning school social worker in the IMAP-SW program. Go to: <http://www.doe.state.in.us/dps/beginningteachers/formsanddocs.html> for the "Enrollment Form". The administrator will also request a list of trained mentors. The School Social Work Consultant also has a list of these mentors. The candidate can then contact a mentor close by and see if they are available to mentor for the next 2 years during which time the IMAP-SW portfolio is completed and submitted for scoring.

To access the IMAP-SW Manual go to [www.doe.state.in.us](http://www.doe.state.in.us) and choose **Educator Licensing** from the column on the left. Click on "Beginning Educators" at the top of the page. That brings you to "Assessment, Induction, and Continuing Education". Click on "Manuals" then scroll down to School Services Manuals and choose School Social Worker.

The Initial Practitioner (IP) License is active for 2 years and can be renewed in the event that the SSW is unable to complete the portfolio during the designated time frame. If the candidate is unable to complete the IMAP during the 6 years following the granting of the IP license, the candidate must complete a further 6 graduate credit hours.

The school social worker receives a **Proficient License** upon successful completion of the IMAP-SW process. This license is active for 5 years during which time the SSW will complete **The Professional Growth Plan**. This plan will be submitted to DPS to renew the Proficient License.

If you completed an out-of-state MSW program, the forms to apply for a school social work license are available at <http://ideanet.doe.state.in.us/dps/quicklinks.html>

If you were licensed under **Rules 46-47 515 IAC 1-1-78:**

<http://www.in.gov/legislative/iac/T05150/A00010.PDF>, **Bulletin 400** and prior Licenses you *can continue to renew your school social work license with a copy of your current LSW or LCSW OR CRU/coursework* OR you may choose to do a **Professional Growth Plan (PGP)**

<http://www.doe.state.in.us/dps/renewal/growth/schools.html>. However, you must know that if you decide to do a PGP you must continue to complete a PGP for each subsequent renewal and cannot revert back to either of the other options (current social work license or CRU/coursework). Everything else about your school social work license remains the same. You can **professionalize** your license with 5 years experience as a SSW (and must have a master's degree). It is recommended that you submit your application to professionalize your license 2 months prior to the renewal date.

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